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**From:** Caloggero, Dina (DPH)  
**Sent:** Monday, December 18, 2006 4:16 PM  
**To:** Thibault, Mark (DPH); Tan, Genesis (DPH)  
**Cc:** Nassif, Julianne (DPH); Cheney, Sally (DPH); Nystrom, Keith (DPH); Watts, Michael (DPH)  
**Subject:** RE: CAP inspection and IT Services  
**Attachments:** FW: CAP checklist meeting

Sorry...forgot the attachment...

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**From:** Caloggero, Dina (DPH)  
**Sent:** Monday, December 18, 2006 4:15 PM  
**To:** Thibault, Mark (DPH); Tan, Genesis (DPH)  
**Cc:** Nassif, Julianne (DPH); Cheney, Sally (DPH); Nystrom, Keith (DPH); Watts, Michael (DPH)  
**Subject:** FW: CAP inspection and IT Services  
**Importance:** High

Hi Mark,

Last week we were informed by the College of American Pathologists (CAP) that they will be conducting an unannounced inspection at the State Laboratory before 2/27/2007. The inspection process includes a review of IT services. The last time CAP was here UMMS was responsible responding to the IT checklist items and going over existing policies, procedures and other documentation to demonstrate adherence to the CAP accrediting requirements. Sean Fiandaca maintained excellent documentation. After the DPH network migration we agreed to use the existing UMMS-IT procedures in place until new procedures were developed by DPH ITS.

On several occasions, I sent this checklist to the ITS staff to assist the development of needed DPH ITS procedures, documents, etc... Attached is copy of some e-mails I sent that include a copy of the checklist and the responses at that time.

As part of my QA duties, Julie and I need to meet with you and other necessary ITS staff to review the checklist and existing documentation to identify any gaps. This meeting must be setup ASAP.

I apologize for the late notice, but we just got this last week. Hopefully, everything is in place.

Please get back to me as soon as you can.

Thanks...Dina

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**From:** DiNatale, Margaret (DPH)  
**Sent:** Tuesday, December 12, 2006 12:44 PM  
**To:** Nassif, Julianne (DPH); George, Harvey (DPH); Caloggero, Dina (DPH); Tisei, Nancy (DPH)  
**Cc:** DiNatale, Margaret (DPH)  
**Subject:** CAP inspection

Hello,  
Today I received a mailing from CAP regarding the upcoming inspection. I will bring a copy of the letter to our meeting next week.

It states: Inspection of the Childhood Blood Lead Screening Laboratory should occur prior to February 27, 2006. Please note your inspection will be unannounced. All questions should be directed to the CAP at 800-323-4040, option 2#.

The packet contains:

1. Instructions for responding to any deficiencies cited
2. Deficiency response signature page
3. Deficiency response sheet
4. Activity menu
5. Checklist selection report
6. Copies of checklists that will be used by the Inspector

I will make copies of the appropriate materials and have them ready for our meeting next week. If the checklists match the ones we already received, then no copies will be necessary.

Thanks,  
Peggy DiNatale